



# TOWN OF UPTON, MASSACHUSETTS

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## PERSONNEL BOARD

Meeting Minutes: February 24, 2020

Location: Upton Town Hall, G07 Conference Room, 1 Main Street, Upton, MA  
7:00 PM

Members Present: Scott van Raalten  
Marcia Kasilowski  
Michelle Rivers

Members Not Present: John Westerling  
Maria Glynn

Guests Present: Sandra Hakala, Executive Assistant/HR Director  
Michael Bradley, Police Chief  
Sandra Stapczynski, HRS Consulting Inc.

1. The meeting was called to order at 7:07 P.M.
2. January Minutes to be reviewed at next meeting.
3. The Board reviewed a request to change two Library staff job titles. Circulation Clerk to Library Assistant and Circulation Specialist to Library Specialist.
4. MOTION #1: Motion made, seconded, and unanimously passed to approve the change in job titles for the 2 Library positions.
5. Police Chief Michael Bradley brought forth a request to promote the current Department Specialist (Grade 4) to Department Coordinator (Grade 5)
6. MOTION #2: Motion made, seconded, and unanimously passed to approve the promotion request above.

### PERSONNEL BOARD

Scott van Raalten, Chair  
Michelle Rivers, Vice-Chair  
Maria Glynn  
Marcia Kasilowski  
John Westerling

### TOWN MANAGER

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7. Sandra Stapinski reviewed several documents related to the Performance Appraisal system to be implemented FY21.
8. Next meeting scheduled for Monday April 27, 2020.
9. Meeting adjourned at 8:42.

Respectfully submitted,

Deborah Teta  
Department Assistant